



# CITY OF LODI

## COUNCIL COMMUNICATION

AGENDA TITLE: Destruction of Certain Finance Department Records

MEETING DATE: February 15, 1995

PREPARED BY: Finance Director

RECOMMENDED ACTION: That the City Council approve the destruction of the hereinafter listed City of Lodi records.

BACKGROUND INFORMATION: In accordance with Government Code, section 34090, permission is requested to destroy the following obsolete City records:

- |   |            |
|---|------------|
| 1. Administrative Leave Balances                                | 1/89-12/91 |
| 2. Employee Balances and Step Increases                         | 1/89-12/91 |
| 3. Vacation Accruals  | 1/89-12/91 |
| 4. Overtime Reports   | 1/89-12/91 |
| 5. Union Dues Deductions  | 1989-1991  |
| 6. Work Order Number Listings                                   | 1/89-12/91 |
| 7. Canceled Bank of America Payroll Checks                      | 7/88-6/91  |
| 8. Canceled Farmers & Merchants Bank<br>Accounts Payable Checks | 7/88-6/91  |
| 9. Window Receipts  | 1986-1990  |
| 10. Business License Applications                               | 1986-1990  |
| 11. Utility Customer Contracts                                  | 1988-1990  |
| 12. Meter Pages   | 1988-1990  |
| 13. Final Pages   | 1988-1990  |
| 14. Billing Registers   | 1988-1990  |

FUNDING: None Required

  
H. D. Flynn  
Finance Director

HDF:ss

Prepared by Sandra Smith, Support Services Supervisor

APPROVED: \_\_\_\_\_



THOMAS A. PETERSON  
City Manager



recycled paper

RESOLUTION NO. 95-20  
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A RESOLUTION OF THE LODI CITY COUNCIL  
AUTHORIZING DESTRUCTION OF CERTAIN RECORDS  
RETAINED BY THE LODI FINANCE DEPARTMENT

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WHEREAS, in accordance with Government Code, section 34090, the City Attorney has filed his written consent to the destruction of certain records retained by the Lodi Finance Department, an inventory of which is attached hereto, marked Exhibit A, and thereby made a part hereof;

NOW, THEREFORE, BE IT RESOLVED, by the Lodi City Council that:

1. The records heretofore identified are no longer required.
2. The Lodi City Council finds that the City Attorney has given his written consent to the destruction of the records inventoried on Exhibit A attached hereto and the destruction of those records is hereby authorized.

Dated: February 15, 1995

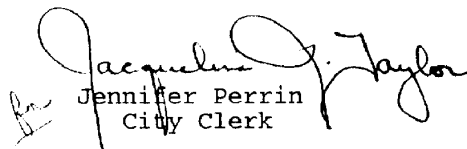
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I hereby certify that Resolution No. 95-20 was passed and adopted by the Lodi City Council in a regular meeting held February 15, 1995 by the following vote:

Ayes: Davenport, Pennino, Sieglock, Warner  
Mann (Mayor)

Noes: None

Absent: None


  
Jennifer Perrin  
City Clerk

INVENTORY OF CERTAIN RECORDS RETAINED BY THE LODI FINANCE DEPARTMENT REQUESTED  
TO BE DESTROYED PURSUANT TO GOVERNMENT CODE, SECTION 34090

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1. Administrative Leave Balances	1/89-12/91
2. Employee Balances and Step Increases	1/89-12/91
3. Vacation Accruals	1/89-12/91
4. Overtime Reports	1/89-12/91
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H. D. Flynn  
Finance Director

Dated: 2/6/95

APPROVED FOR DESTRUCTION

  
Bob McNatt  
City Attorney

Dated: 2-7-95